



# SAINT MARY'S PRIMARY SCHOOL & NURSERY UNIT

Principal: Mr P Gilchrist

E mail: [pgilchrist570@c2kni.net](mailto:pgilchrist570@c2kni.net)

Telephone: 028427 28278

53, Windmill Hill  
Portaferry  
Co. Down  
BT 22 1RH

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Dear Parents,

## School Communication and Messaging Service

We continue to use our School app and Website for all school communication and vary the messaging for either public or individual classes. We also plan to issue letters and other important documents via this platform and alert you to this via the messaging service. It is essential that all families have access to this facility and are receiving these messages and that we are able to contact you.

A test message was issued yesterday, requesting that you grant permission as a means of verifying that you had received the message. In the school office we are able to monitor who has received and responded to this message. This message will reissue today after school and again tomorrow morning. If you have not received this message you may be encountering an issue with the app or we may have not got your most up-to-date contact information for you.

It is vital that you update the app when requested to do so. If you have an update request on your phone, please ensure you have requested this update. Alternatively, another possible solution is to delete the app from the phone and re-download the "Schools NI" from your appropriate app store or directly from the school web site at <https://www.stmaryspsportaferry.com> We will be contacting all those who have not responded to this message over the next few days.

Also, we have initiated a mobile phone contact number which will be available to you to contact a member of our school staff outside of school hours and during the weekend. **This phone number should only be used for emergency purposes if you need to alert the school of a potential positive case of Covid-19 for your child.** This number will not be attended to during the normal school office hours of 9.00am -3.00pm. We ask that you send a text message to this phone rather than ringing detailing your name and purpose of contact and a member of our schooling staff will get back in touch with you asap. The number is **07716639826**. Again this number will be added to our contact detail on the school web site.

Yours sincerely

Mr P Gilchrist  
Principal